

**UNITED STATES DEPARTMENT OF AGRICULTURE**

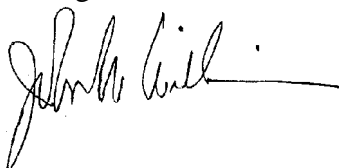
Farm Service Agency  
Washington, DC 20250

**Notice AO-1259**

**For:** State and County Offices

**County Office Work Item Comparisons and Information to Assist in  
FY 2002 Mid-Year County Office Workload Review**

**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A**

**Background**

BUD has developed work item comparisons to assist in the workload review. These work item comparisons also correspond with the list of queries that have been developed for State Offices and are part of the State Office software releases.

This notice includes information used by BUD to perform County Office workload reviews and comparisons of work items. State and County Offices shall follow this notice to ensure that workload data is accurate and that estimated workload is realistic.

**B**

**Purpose**

This notice:

- provides State and County Offices with information that can be used to assist in the mid-year County Office Workload Review
- advises State Offices that instructions are posted on the FSA Intranet - WM/WL Forum and the BUD Home Page to access State Office comparison queries

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**Disposal Date**

September 1, 2002

3-26-02

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**Distribution**

State Offices; State Offices relay to County Offices

**Page 1**

## Notice AO-1259

### 1 Overview (Continued)

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#### B

##### Purpose (Continued)

- reminds State and County Offices to use the Query Workbook information provided on the FSA Intranet - WM/WL Forum and the BUD Home Page in conjunction with this notice.

**Note:** The website address is <http://www.fsa.usda.gov/dam/bud/work%20measurement/WMWLHome.htm>.

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### 2 General Information

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#### A

##### Items Needed to Perform Review

The following is a list of items necessary to perform the review.  
12-AO (Rev. 18):

- Part 5 provides work item descriptions
- Part 6 provides instructions for automated operations
- Exhibit 9 provides target dates and transmission schedules
- Exhibits 13 and 14 provide instructions and report formats
- Exhibit 19 lists work item validity checks.

**Note:** Mid-year validities are performed in FSA-55-1, column 4.

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#### B

##### Reviewing Workload Reports

Exhibit 1 is a list, by work item, that provides comparisons by program or activity and general observations to use as tools in completing the FY 2002 mid-year review. These should be used in conjunction with 12-AO (Rev. 18) and the knowledge of programs and functions in each County Office.

Each office must rely on knowledge of the programs administered by the office and the extent of the program activity. When entering estimates, units reported must be:

- realistic and in line with work accomplished
- based on program work activity pending completion.

**Note:** Historic activity may be used as a comparison when estimating unit counts, as long as the current program is similar in operation to the historic program. Additionally, State Office reviews should include program specialists to ensure that geographic differences are considered when comparing County Office entries.

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## Notice AO-1259

### 2 General Information (Continued)

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#### B

##### Reviewing Workload Reports (Continued)

Unit counts may occasionally exceed the validity checks. If the data is correct, written justification should be submitted with the reports. These justifications are considered by State and National Office employees when the review:

- is performed
- can save time and telephone calls in verifying data.

Queried work items may occasionally require manual counts. Notice AO-1258 provides instruction on queried work items and Exhibit 1 is for manual counts. Reporting offices with closed or part-time offices will consolidate manual counts into 1 exhibit under the reporting county's State and county code for mailing into the National Office. State and county codes must be entered in Notice AO-1258, Exhibit 1 for that exhibit to be counted. County Offices must use Notice AO-1258, Exhibit 1 for those items in the notice to be corrected with the manual counts.

County Offices shall not deviate from the work items in Exhibit 1, except as instructed by the National Office. **Do not change Exhibit 1. Only the explanation given in Notice AO-1258 will be accepted as a justification for manual counts. Other explanations not listed in Notice AO-1258 will result in the manual counts not being added.**

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#### C

##### Justifications for Work Item Changes

When sending in a memorandum to request a queried work item change that is not in Exhibit 1, include an explanation as to why the query is not capturing the data correctly and any documentation to support the change.

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#### D

##### Grand Totals on FSA-55-1

In some instances, the totals do not calculate correctly. This is not a consistent problem nationwide. Do not be concerned because none of the output reports are based on the totals. Each work item is pulled separately into the totals for the output reports.

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## 2 General Information (Continued)

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### E

#### State Office Reviews

The State Office review of data reported on FSA-55-1 shall not result in modifications or changes to data reported without first discussing the questioned data with the reporting County Office.

The State Office must also ensure that units reported by work measurement County Offices on FSA-55-1, are the cumulative total of units reported on FSA-54's for FY 2002 for quarter numbers 1 and 2. An exception is work items captured by query that are reported only during the fourth quarter.

**The State Office shall transmit FSA-55-1 to KCAO no later than April 25, 2002.**

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### F

#### BUD Review

**The National Review is scheduled for May 6 through 17, 2002. The Administrative Officer Conference has been scheduled for the week of May 13, 2002. SED shall ensure that the State Office has someone knowledgeable of the FY 2002 Mid-Year Workload Report and the workload review process available for contact during the May 6 through 17, 2002, national review period.**

BUD shall modify data reported on FSA-55-1, as requested by the County Office, for queried work items as long as the requests are reasonable. Additionally, BUD may modify data as a result of the State and/or County Office being unable to provide supporting documentation for work items questioned. This is done to ensure fair and equitable reporting among County Offices.

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### G

#### Combined Reports

As a reminder, shared management offices will transmit a separate report. A combined workload report must be submitted by the reporting County Office in a combined county, which includes a part-time or closed office situation. Instructions for creating and loading data tapes are in 12-AO (Rev. 18), paragraphs 9950 and 9951.

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## Work Item Comparisons by Function

| Administrative |  |
|----------------|--|
| Work Item      | Comparison and Information   |
| 101 and 111    | Work items 101 and 111 for column 2 will be pulled from the Data Warehouse and will be entered by KCAO on the final report. County Offices will enter, in column 3, estimates for pay status days for the remainder of FY 2002, for all CO employees including temporary office, field, and COC. Work items 101 and 111 should always be the same unless the County Office is the payroll office for a County Office Trainee (COT), Farm Loan Officer Trainee (FLOT), or District Compliance Assistant (DCA). Do not include data from work item 9065. KCAO will merge this data for the workload reports. |
| 102            | Work item 102 is an hourly count and County Offices should accurately enter the number of hours actually performed and not simply enter the validity amount. State Offices shall compare workload county entries to work measurement County Office entries to avoid report of excessive time.  |
| 103            | Work measurement County Offices listed in 12-AO (Rev. 18), Exhibit 4 will enter data in work item 103. Serviced offices reporting to a Type 1 work measurement office may report time. County Offices that exited the work measurement system at the start of FY 2002 may enter any carryover time.  |
| 112            | Only Freedom of Information Act (FOIA) requests entered on FSA-534 should be entered here. 2-INFO should be reviewed for what should be captured as a FOIA request. 2-INFO, paragraph 71 states that a request for aerial photography is not a FOIA request. Phase II Tobacco Settlement should be reported in work item 1207. The Boll Weevil Eradication Program is reported in work item 117. FCIC requests are reported in work item 118.  |
| 113<br>Query   | Estimates should only be increased or decreased based on the County Office's knowledge of their existing program activity. The project increases in work item 113 based on the work item 116 comparison.   |
| 114<br>Query   | Estimates should be made based on information in work items 113 and 116.   |
| 115            | Work item 115 is a manual count. Data can be captured from the Quarterly Creditor Agency Claim Report.   |
| 116<br>Query   | Column 3 estimates should only be increased or decreased based on the County Office's knowledge of their existing program activity.  |
| 117            | Only cotton States should be reporting in work item 117.   |

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**Work Item Comparisons by Function (Continued)**

| <b>Administrative (Continued)</b> |  |
|-----------------------------------|--|
| <b>Work Item</b>                  | <b>Comparison and Information</b>  |
| 118                               | Compare days to dollars in work items 9094 and 9095. If there are a high number of days in work item 118, the dollars entered in work items 9094 and 9095 should reflect. The State Office review should include comparison in workdays with work measurement County Offices. <b>Time or copies made for FCIC Integrity Program should not be reflected in work items 9094 and 9095.</b>   |
| 119<br><b>Query</b>               | Direct deposit activity should not be extremely large. Estimates should be similar to the actual.  |
| 120                               | <p>Entries in work item 120 should only reflect the administrative functions that are not specific to a particular program area. State Offices should look at work measurement County Offices when reviewing work item 120 for all County Offices. Concentrated banking activities and sugar payment-in-kind (PIK) are captured in work item 120. Do not include the following:</p> <ul style="list-style-type: none"> <li>• County Office administrative activities</li> <li>• FSA-237 activity, which is captured in work item 303.</li> </ul> |

| <b>Reimbursable Services for Others</b> |   |
|---|---|
| <b>Work Item</b>                        | <b>Comparison and Information</b>   |
| 201<br><b>Query</b>                     | Actual requests must be entered on CCC-257 to be captured by query. Manual counts are not allowed.  |
| 202 and 206                             | Activity in work items 202 and 206 should include FSA-409's for late-filed acreage reports. Work items 202 and 206 must have FSA-409's on file. |

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### Work Item Comparisons by Function (Continued)

| Reimbursable Services for Others (Continued) |   |
|--|---|
| Work Item                                    | Comparison and Information  |
| 203 and 204                                  | <p>Work item 203 should have entries for each hour worked for another Government agency under a county reimbursable agreement where funds (not rent, etc.) have been deposited on CCC-257. Work item 204 should have entries for each hour worked for another Government agency under a national or State reimbursable agreement where funds (not rent, etc.) have been paid to the State or National Office. Include the following in work item 204:</p> <ul style="list-style-type: none"> <li>tobacco referenda in Notice TB-1029</li> <li>potato diversion</li> <li>Karnal Bunt.</li> </ul> |
| 205 Query                                    | Entries in work item 205 should not vary from year to year.   |
| 207 Query                                    | Work item 207 captures Agricultural Management Assistance and Soil and Water Conservation Assistance (SWCA) payments made for NRCS. SWCA was funded for FY 2001 only, so no projections should be made.   |
| 222 and 223 Queried                          | Compare the data in work items 222 and 223 with the dollars in work items 9108 and 9109. Projections may be made in States receiving reallocation funds in Notice SIP-39.   |

| Common Program Provisions |   |
|---------------------------|---|
| Work Item                 | Comparison and Information  |
| 301 Query                 | Manual counts are not allowed. Entries in work item 301 will be higher than entries in work item 362.   |
| 302 Query                 | Query for mid-year will capture updates to AS 400 from the Service Center Information Management System (SCIMS) in all County Offices. The query will be modified for year-end. |
| 303 Query                 | Query captures FSA-237's, FSA-211, FSA-211-1, and other acceptable proof of signature authority.  |

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## Work Item Comparisons by Function (Continued)

| Common Program Provisions (Continued) |   |
|---------------------------------------|---|
| Work Item                             | Comparison and Information  |
| 304                                   | Entries in work item 304 should be minimal and reduce every year as new payment limitation forms are signed to replace FSA-561. Estimates in work item 304 should never be higher than the actual.  |
| 306                                   | Entries in work item 306 should not be high and are generally under ten.  |
| 307                                   | Only County Offices conducting referenda listed in 12-AO (Rev. 18), Exhibit 9 should have entries in work item 307. Do not count referenda conducted for tobacco in Notice TB-1029. Do not count referenda activity that FSA performs for other agencies. |
| 310 and 312<br><b>Queried</b>         | Estimate contract revisions and payments to be made through September 30, 2002. Do not assume market loss assistance payments for FY 2002.  |
| 318<br><b>Query</b>                   | Projections in column 3 could be similar to the actual count depending on types of assignments filed in the County Office.  |
| 336                                   | Entries in work item 336 should not be high. Do not count Farm Loan Program (FLP) bankruptcies in work item 336. FLP bankruptcies are counted in the applicable FLP work item operation.  |
| 339 through 341                       | Work items 339 through 341 are manual counts. Entries in work items 339 through 341 should be similar to the prior FY. Do not include unit counts for CCC-502's completed for the Stewardship Incentive Program (SIP) or disaster-related programs.       |
| 342                                   | Work item 342 is a manual count and should be a minimal count.  |
| 343<br><b>Query</b>                   | No estimates are allowed.   |
| 344                                   | Work item 344 is a manual count and should be a minimal count.  |
| 345                                   | Work item 345 captures workdays for members of Payment Limitation Review Teams <b>only</b> . The time County Office employees spend copying records for or meeting with the team members is captured in work items 339 through 341.                       |
| 351<br><b>Query</b>                   | All County Offices should be performing some actual production history (APH) activity. The query captures APH's for 1999 and 2000. A manual count is required for any 2001 and 2002 APH's completed.  |

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## Work Item Comparisons by Function (Continued)

| Common Program Provisions (Continued) |  |
|---------------------------------------|--|
| Work Item                             | Comparison and Information   |
| 353<br><b>Query</b>                   | The query captures Noninsured Crop Disaster Assistance Program (NAP) units established for 1999 and 2000 only. A manual count is required for any 2001 and 2002 units established. |
| 354                                   | Data will only be entered in work item 354 if FSA employees are used when the contract appraisers are unavailable.   |
| 355                                   | Count 1 unit for the crop listed on CCC-456 that is approved by COC.   |
| 356<br><b>Query</b>                   | The query counts 1 unit for each crop listed on CCC-471. A manual count is allowed when funds are not collected for limited resource producers.                                    |
| 357                                   | Count 1 unit for each CCC-576 that is either approved or disapproved by COC for: <ul style="list-style-type: none"> <li>• loss</li> <li>• payment.</li> </ul>                      |
| 362<br><b>Query</b>                   | Work item 362 is an informational item only. This number should always be less than work item 301.   |
| 374 and<br>375<br><b>Queried</b>      | Estimates should be minimal carryover work only.   |
| 376                                   | Estimates should be minimal carryover work only.   |
| 379                                   | Work item 379 is a manual count. Count 1 unit for each CCC-557Q or CCC-557AP. No estimates should be entered in column 3.  |
| 380<br><b>Query</b>                   | Count 1 unit for each CCC-184 or electronic funds transfer (EFT). Estimate carryover work only.  |
| 381                                   | Work item 381 is a manual count. Count 1 unit for each AD-2007.  |
| 382                                   | Work item 382 is a manual count. Count 1 unit for each FSA-426-A received from RMA.  |
| 383                                   | Work item 383 is a manual count. Count 1 unit for each AD-2006.  |
| 384<br><b>Query</b>                   | Do not make projections if reconciliation was completed by the established deadline.   |

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**Work Item Comparisons by Function (Continued)**

| <b>Committee Elections</b> |   |
|----------------------------|---|
| <b>Work Item</b>           | <b>Comparison and Information</b>   |
| <b>401 Query</b>           | The query will not load directly onto FSA-55-1. Verify query count with actual before entering data, basing the number on the local administrative area that held the election. No estimates are allowed in column 3. |

| <b>Conservation and Related Programs</b> |   |
|--|---|
| <b>Work Item</b>                         | <b>Comparison and Information</b>   |
| <b>501 and 504 Queried</b>               | Entries in work items 501 and 504 should be similar. If data is entered in work item 501 or 504, then data should be in work item 505, column 2.  |
| <b>505</b>                               | Work item 505 is a manual count of active ACP-311's in effect on September 30, 2001. No estimates are allowed in column 3.  |
| <b>507 through 509 Queried</b>           | Program regulations state that Environmental Quality Incentives Program payments cannot be made in the same year the contract is approved. Work item 508 should reflect contracts approved in the prior FY.<br><br>Work item 509, column 2 is active contracts on September 30, 2001. No estimates are allowed in column 3. |
| <b>512</b>                               | Entries in work item 512 should not be high. Also review work items 102, 532, and 2102 to verify the correct work item is being used for conservation workdays.   |
| <b>515 and 517 Queried</b>               | Include a manual count in work item 517 if partial multiple payments were issued. If requests are approved, there must be either actual or estimated payment activity. The County Office must have Emergency Conservation Program (ECP) approval pending to have estimates in work items 515 and 517.                       |
| <b>526 Query</b>                         | Include a manual count for CRP-2's signed by the producer, but never entered in the system because the bid was withdrawn. Do not manually count CRP-2's for continuous signup. The query will capture the count from both CRP-1 and CRP-2, when CRP-1 is loaded in the system.  |

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### Work Item Comparisons by Function (Continued)

| Conservation and Related Programs (Continued) |  |
|---|--|
| Work Item                                     | Comparison and Information   |
| 527 and 530<br><b>Queried</b>                 | A manual count is allowed for work item 530, if partial multiple payments were issued. If data is entered in work item 527, data should be entered in work item 530, column 2 or 3.  |
| 528 and 540<br><b>Queried</b>                 | Work item 528, column 2 is active contracts on September 30, 2001. No estimates are allowed in column 3. If data is entered in work item 528, data should be entered in work item 540 and should be greater than or equal to work item 528.  |
| 532   | Entries in work item 532 should not be large, and numbers over 5 workdays should be questioned unless the County Office is assisting NRCS with Conservation Reserve Program (CRP) technical determinations. Do not capture time reported in work item 102, 512, or 2102. County Offices with high counts need to consider reimbursable agreements. |

| Farm Loan Programs                |  |
|-----------------------------------|--|
| Work Item                         | Comparison and Information   |
| All 800, 900, and 1000            | Notice FLP-245 should be reviewed to ensure that County Office information is being updated timely for FLP activity captured by workload queries. Notice AO-1258 should be reviewed if query counts need to be moved to another County Office. |
| 801 through 806<br><b>Queried</b> | The query counts will reflect all direct loan activity completed that have been updated in Management of Agricultural Credit (MAC). Manual counts are not allowed.   |
| 821<br><b>Query</b>               | No estimates are allowed in work item 821, column 3.   |
| 822 and 823<br><b>Queried</b>     | The query counts will reflect servicing actions where workload scheduling codes have been updated. In work item 823, multiple services completed during the same visit count as 1 unit.  |

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**Work Item Comparisons by Function (Continued)**

| <b>Farm Loan Programs (Continued)</b>   |  |
|---|--|
| <b>Work Item</b>                        | <b>Comparison and Information</b>  |
| 824                                     | Work item 824 is a manual count of 1951-T letters sent to borrowers.   |
| 825<br><b>Query</b>                     | The query count will reflect all activity completed when Ag Credit codes have been updated in MAC. Manual counts are not allowed.  |
| 826 and<br>827<br><b>Queried</b>        | The query counts will reflect all chattel and real estate security request activities completed that have been updated in MAC. Manual counts are not allowed.  |
| 828 and<br>829                          | Work items 828 and 829 are manual counts.  |
| 830<br><b>Query</b>                     | The query counts debt settlement activity when Ag Credit codes have been updated in MAC. A manual count is not allowed.  |
| 901<br>through<br>905<br><b>Queried</b> | The queries count guaranteed loan activity completed that has been updated in MAC. Manual counts will be allowed only if instructions in Notice FLP-245 were not followed to correct erroneous guaranteed loan servicing data. |
| 921                                     | Work item 921 is a manual count of each guaranteed borrower on March 31, 2002. Estimates are not allowed in column 3.  |
| 922                                     | Work item 922 is a manual count. A borrower should receive no more than 1 unit count per FY.   |
| 923 and<br>924<br><b>Queried</b>        | The queries capture workload scheduling codes updated in MAC. Manual counts are allowed if workload scheduling is incomplete.  |
| 925                                     | Work item 925 is a manual count. A borrower should receive no more than 1 unit count per FY.   |

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**Work Item Comparisons by Function (Continued)**

| <b>Farm Loan Programs (Continued)</b> |   |
|---------------------------------------|---|
| <b>Work Item</b>                      | <b>Comparison and Information</b>   |
| <b>1001 Query</b>                     | Work item 1001 query captures collections posted to FSA-603 and loan repayments recorded on CCC-257. The query results do not load directly into the software so that the other unit counts may be added before entering in the FSA-55-1 workload report. This query will run in all offices and must be provided to the Type 1 office, if applicable, for entry in the workload report. Manual unit counts will be required for all supervised bank account activity and multiple advance by check or EFT. |
| <b>1002 through 1005 Queried</b>      | The queries count all appraisal activity where workload scheduling codes are updated in MAC. Manual counts are not allowed.   |

| <b>Peanuts and Tobacco</b>     |   |
|--------------------------------|---|
| <b>Work Item</b>               | <b>Comparison and Information</b>   |
| <b>1100's</b>                  | All entries for 1100's work items are manual counts. Only County Offices that have peanut activity should enter data in 1100's work items.  |
| <b>1201, 1203 through 1205</b> | Work items 1201 and 1203 through 1205 are manual counts. Only County Offices that have tobacco activity should enter data in work items 1201 and 1203 through 1205.<br>Work item 1205 includes MQ-72-C as a unit count. |
| <b>1202 and 1206 Queried</b>   | Manual counts for work item 1202 should be very rare.   |
| <b>1207</b>                    | Report 1 unit for each workday for Phase II Tobacco Settlement. Do not count requests for information as a FOIA request in work item 112.   |

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## Work Item Comparisons by Function (Continued)

| Compliance Activities                     |   |
|---|---|
| Work Item                                 | Comparison and Information  |
| 1401<br><b>Query</b>                      | A manual count will be required for crop year 2001 acreage reports filed after October 1, 2001. Estimates in column 3 are for FSA-578's to be filed through September 30, 2002. Work item 1401 should be similar to FY 2001 activity.   |
| 1402                                      | Work item 1402 is a manual count. Count only AD-1026 data that have been signed by the producer since October 1, 2001. Do not include AD-1026's completed for disaster-related programs.  |
| 1404                                      | Work item 1404 is a manual count. Entries in work item 1404 should not be large. States that do not perform aerial compliance will have higher numbers in work item 1404.   |
| 1405<br>through<br>1408<br><b>Queried</b> | The queries in work items 1405 through 1408 will not be automatically loaded onto FSA-55-1. Totals for work items 1405 through 1408 cannot exceed work item 1404.   |
| 1410<br><b>Query</b>                      | In column 3, estimate determined acreage that will be completed for 2002 crops by September 30, 2002.   |
| 1412                                      | Work item 1412 is a manual count. Only County Offices performing flight services should enter data here.  |
| 1415                                      | Work item 1415 is a manual count of FSA-569's, wetland conservation spot checks, and FSA-493's.<br><br><b>Note:</b> The unit count is by "farm" selected for spot check for compliance with wetland conservation provisions, not by "field".  |
| 1416                                      | Work item 1416 is a manual count. Do not include spot checks for any emergency or disaster programs, farm storage facility loan (FSFL), or sugar PIK.   |
| 1417                                      | Entry in work item 1417 should be only for new determinations provided by NRCS. The majority of this work should have been done in previous years. Do not count in work item 1417 any transfer of field determinations based on receiving new flights of aerial photography. This could be higher in counties with field changes because of implementing the Geographical Information System (GIS). |
| 1418                                      | Data in work item 1418 should only include maps completed for new flight of aerial photography. Replacement photographs are considered an operation under work item 302. Do not include new maps for in-transfers.  |

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**Work Item Comparisons by Function (Continued)**

| <b>Farm Storage Facility Loan Program</b> |   |
|---|---|
| <b>Work Item</b>                          | <b>Comparison and Information</b>   |
| <b>1501 Query</b>                         | CCC-185 must be signed by an applicant and entered in the system to be counted by the query.            |
| <b>1502 Query</b>                         | CCC-185 must be approved, denied, or withdrawn and action recorded in the system to be counted.         |
| <b>1503 Query</b>                         | CCC-186 must be executed and loan disbursed to be counted by the query.                                 |
| <b>1504 Query</b>                         | Work item 1504 captures active agreements on September 30, 2001. Estimates are not allowed in column 3. |

| <b>Loan Making</b>               |  |
|----------------------------------|--|
| <b>Work Item</b>                 | <b>Comparison and Information</b>  |
| <b>1601 through 1603 Queried</b> | Estimate only activity for crops that will be harvested before September 30, 2002.   |
| <b>1604</b>                      | Cotton loans are a manual count of bales.  |
| <b>1605 Query</b>                | Estimate only activity for crops that will be harvested before September 30, 2002. A manual count is allowed for either CCC-633 LDP or CCC-Cotton AA taken for another county or signed with zero payment rate. Field Direct activity is captured in work item 1626.   |
| <b>1606 Query</b>                | Estimate only activity for crops that will be harvested before September 30, 2002. A manual count is allowed for CCC-633's taken for another county or signed with zero payment rate. Field Direct activity is captured in work item 1627.                             |
| <b>1608</b>                      | Do not include unit counts for reviewing CCC loan and/or LDP records against volume reports received from the Cooperative Marketing Association. The time for this operation is captured by work measurement County Offices in the applicable loan and LDP work items. |

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**Work Item Comparisons by Function (Continued)**

| <b>Loan Making (Continued)</b>                     |   |
|--|---|
| <b>Work Item</b>                                   | <b>Comparison and Information</b>   |
| 1609,<br>1611<br>through<br>1616<br><b>Queried</b> | The total of the entries in work items 1609 and 1611 through 1616 should not exceed the total in work item 1601.  |
| 1610   | Cotton loans are a manual count.  |
| 1617<br>through<br>1625<br><b>Queried</b>          | The total of the entries in work items 1617 through 1625 should not exceed the total in work item 1603.   |
| 1626<br><b>Query</b>                               | A manual count is allowed only when CCC-709 or CCC-Cotton AA is taken for either of the following: <ul style="list-style-type: none"> <li>• for another county</li> <li>• with a zero payment rate and the producer has submitted production evidence or certified to quantity and dates of delivery or certified to dates and quantity harvested.</li> </ul> |
| 1627<br><b>Query</b>                               | A manual count is allowed only when CCC-709 is taken for either of the following: <ul style="list-style-type: none"> <li>• for another county</li> <li>• with a zero payment rate and the producer has submitted production evidence or certified to quantity and dates of delivery or certified to quantity harvested by dates.</li> </ul>                   |

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## Work Item Comparisons by Function (Continued)

| Servicing Loans and Purchases   |  |
|---------------------------------|--|
| Work Item                       | Comparison and Information   |
| 1701 and 1702<br><b>Queried</b> | <p>If loan activity is present in work items 1601 through 1606, loan servicing work items should reflect spot checks and repayments.</p> <p><b>Note work item 1701:</b> 12-PS, paragraph 1505 requires County Offices to enter only the number of bins checked <b>on-site</b> on the APSS Monthly Spot-Check Performance Report. If, as a result of spot check, a producer requests a measurement service for the LDP quantity, the units are reported in work item 202, not work item 1701.</p> <p>Also, do not include units for letters mailed for LDP's selected for spot check according to 8-LP, subparagraph 516 E.</p> |
| 1703                            | Work item 1703 is a manual count for each bale redeemed.   |
| 1705 and 1706<br><b>Queried</b> | If loan activity is present in work items 1601 through 1603, loan purchases may include settlements and forfeitures.   |
| 1707                            | Work item 1707 is a manual count for bales of cotton forfeited.  |
| 1709 and 1710                   | Work items 1709 and 1710 are manual counts and should be zero in most County Offices.  |
| 1711                            | <p>Work item 1711 is a manual count for each CCC-694-2.</p> <p><b>Note:</b> If data is in work item 1711, data must be in work item 1712 or 1713, or both.</p>   |
| 1712<br><b>Query</b>            | If data is in work item 1712, data must be in work item 1711.  |
| 1713                            | Work item 1713 is a manual count for each bale. When data is reported in work item 1713, data must be in work item 1711.   |

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**Work Item Comparisons by Function (Continued)**

| <b>Emergency Programs</b>       |  |
|---------------------------------|--|
| <b>Work Item</b>                | <b>Comparison and Information</b>  |
| 2002                            | Entries in work item 2002 should be less than 10 workdays. If there is a high count, there should be disaster-related programs implemented, such as the Livestock Indemnity Program (LIP), Livestock Assistance Program, ECP, etc. |
| 2003                            | There should be no entries in work item 2003, unless the county has been declared a disaster area and approved for CRP haying and grazing. If an entry is in work item 2003, then it should have a count in work item 2014.        |
| 2004<br><b>Query</b>            | Project only applications where payment will be made by September 30, 2002.  |
| 2005<br><b>Query</b>            | Project only applications where payment will be made by September 30, 2002.  |
| 2006<br><b>Query</b>            | This query count should be zero, since all payments were to be made by September 30, 2001. No entries will be allowed in column 3.   |
| 2012 and 2013<br><b>Queried</b> | Entries in work items 2012 and 2013 should reflect actual application and payment activity. Estimates are allowed in column 3 for carryover LIP activity only. Do not estimate Flood Compensation Program activity.                |
| 2014                            | Work item 2014 is a manual count. If data is entered in work items 2003, 2015, and 2016, data should be entered in work item 2014.   |
| 2015 and 2016<br><b>Queried</b> | Entries in work items 2015 and 2016 should reflect actual application and payment activity. If activity is in work items 2015 and 2016, there should be activity in work item 2014. Estimate carryover activity only.              |
| 2018<br><b>Queried</b>          | No entries will be allowed in column 3.  |
| 2019                            | Count 1 unit for each workday related to this program only.  |
| 2021<br><b>Query</b>            | The County Office must be approved for ECP to be eligible to administer the National Pasture Recovery Program. Do not project activity for FY 2002.  |

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**Work Item Comparisons by Function (Continued)**

| <b>Emergency Programs (Continued)</b> |   |
|---------------------------------------|---|
| <b>Work Item</b>                      | <b>Comparison and Information</b>   |
| <b>2023 Query</b>                     | All payment activity is to be completed by March 31, 2002. Work item 2023 applies to Indiana, Kentucky, Tennessee, and Virginia. Project only minimal activity for unusual cases in column 3.                               |
| 2024                                  | Report 1 unit for each workday spent working on the Cranberry Market Loss Assistance Program. Actual workdays should be rare, since program activity was completed September 30, 2001. Do not project activity for FY 2002. |
| <b>2025 Query</b>                     | The query count in column 2 should be zero, since all Wool and Mohair Market Loss Assistance Program payments were to be issued by September 30, 2001. No estimates will be allowed in column 3.                            |

**All the rest of the work items are manual work counts, except work items 2153 through 2156 and 9082.**

| <b>Miscellaneous Activities</b> |  |
|---------------------------------|--|
| <b>Work Item</b>                | <b>Comparison and Information</b>  |
| 2102                            | Entries in work item 2102 should reflect limited activity (under 7 workdays). If entries in work item 2102 are higher, document activity and send with justifications. Refer to work items 102, 512, and 532 to avoid duplication.   |
| 2104                            | Entries in work item 2104 should reflect only approved projects, such as Great Lakes or Lake Tahoe.  |
| 2105                            | Entries in work item 2105 should be minimal.   |
| 2106                            | Work item 2106 is very isolated. The activity should be minimal.   |
| 2110                            | <p>Include GS and CO workdays in work item 2110. Consent decree workdays should be captured here as well as work item 2159. Overtime work in this area should be included.</p> <p>Include time for the following GS or CO employees:</p> <ul style="list-style-type: none"> <li>• Beta test counties (SCIMS, e-LDP's, etc.)</li> <li>• task force participants for the National Office or KCAO.</li> </ul> |

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## Work Item Comparisons by Function (Continued)

| Miscellaneous Activities (Continued) |  |
|--------------------------------------|--|
| Work Item                            | Comparison and Information   |
| 2111                                 | Entries in work item 2111 should be less than 5 workdays. If entries in work item 2111 are higher, document activity and send with justifications. There has not been a Federal Ag Census since 1997, so unless the State has individual census activity, work item 2111 should not have entries except every 5 years.   |
| 2112                                 | Only County Offices that file lien searches and security agreements for other County Offices capture time here. Completing lien searches for your own county use is captured under Price Support or FLP work items.  |
| 2113                                 | Time outlining fields on maps in preparation for GIS is captured in work item 302. Employee's time digitizing maps is captured in work item 2113, as well as time doing corrections on the high-end workstation when the maps are digitized. Once the system is in place and used for compliance, etc., the unit counts will be captured in those compliance work items, so do not include time in GIS.  |
| 2139, 2143, and 2160                 | Only payrolling and training County Offices for COT's and FLOT's should enter data in the applicable work item.  |
| 2140                                 | Work item 2140 is for employees serving as trainers for the training specified in 12-AO (Rev. 18), Exhibit 13. Cooperative Education student workdays are reported in work item 2140.  |
| 2146                                 | Report 1 workday for each pay status day for DCA.  |
| 2147                                 | Report 1 workday for GS or CO employees assisting DD. Work item 2147 is an information work item requested by the National Association of District Directors. It is up to the discretion of DD's and the State Office as to what district activities they want to consider assisting DD, such as district computer installation, district key people for program areas, or strictly taking telephone messages, opening mail, and making photocopies. |
| 2149 and 2150                        | If data is entered in work item 2149, data should be entered in work item 2150. If two COC's are in a shared management situation, each county reports. If one COC is for both counties, only the administrative County Office reports. No estimates are allowed in column 3.  |
| 2151                                 | Only County Offices that are participating in this program should enter data.<br><br><b>Note:</b> Only County Offices that have been contacted by the State Office to participate in this pilot program and provided a copy of the memorandum dated December 23, 1997, from Assistant DAFP waiving measurement service fees, shall enter data in this work item.   |

**Work Item Comparisons by Function (Continued)**

| <b>Miscellaneous Activities (Continued)</b> |  |
|---|--|
| <b>Work Item</b>                            | <b>Comparison and Information</b>  |
| 2153 through 2156<br><b>Queried</b>         | Work items 2153 through 2156 are for information only. No estimates will be allowed.   |
| 2157  | Informational item only for CO employees performing FLP activities. Include time for taking telephone messages and opening mail. All payroll activity is included in work item 101.  |
| 2158  | Informational item only for GS employee performing Farm Program activity. Include time for taking telephone messages and opening mail. Include time for environmental evaluations and feasibility determinations for FSFL. |
| 2159  | All consent decree activity entered here should be included in work item 2110. Do not include travel in work item 2159. Do not count civil rights training here.   |

| <b>Other Data</b> |   |
|-------------------|---|
| <b>Work Item</b>  | <b>Comparison and Information</b>   |
| 9065              | GS pay status days for FLP employees may be reported in either the administrative County Office for payroll or in the County Office where the employee is physically located. Review 12-AO (Rev. 18), Exhibit 13 for unusual situations.  |
| 9074              | Column 2 for work item 9074 will be pulled from the Data Warehouse for all County Offices that issue CCC-184's for rent and utilities. In column 3, only the administrative County Office that issues CCC-184 for rent, utilities, and telephone should enter data in work item 9074. |
| 9075              | Enter all aerial compliance costs in work item 9075. Only the administrative County Office should report units.   |
| 9076              | Calculate leave used and expected to be used for GS and CO employees in the County Office. Include time-off awards and lump sum. Only the administrative County Office should report. Do not include credit hours or compensatory time since they are reported when worked.           |

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## Work Item Comparisons by Function (Continued)

| Other Data (Continued) |   |
|------------------------|---|
| Work Item              | Comparison and Information  |
| 9078                   | Column 2 for work item 9078 will be pulled from the Data Warehouse for all County Offices that have employees who have collected severance pay. County Offices may estimate in column 3 for known activity.   |
| 9079                   | The count may be captured in the administrative County Office or designated County Office if the State Office writes a check. Report amounts for checks coded "PM".   |
| 9082<br><b>Query</b>   | <p>The query captures all postage issued from the County Office for checks coded "ML" or "UPS". Checks will be captured in the administrative County Office.</p> <p><b>Note:</b> A manual count is required for any State Office-issued checks for County Offices for postage-by-telephone. The State Office must:</p> <ul style="list-style-type: none"> <li>• forward the manual count by memorandum</li> <li>• designate a county for units to be entered by the National Office.</li> </ul>                       |
| 9090                   | <p>The administrative County Office will report. The amount entered in work item 9090 should include <b>automated data processing (ADP) supplies only</b> and should not be excessive. Question amounts over \$1,500. County Offices should be receiving ADP supplies from Kansas City and not purchasing locally.</p> <p><b>Examples:</b> Examples of ADP supplies include ribbons, cartridge diskettes, diskette labels, printer paper (not copier paper), data tapes, and toner cartridges for laser printers.</p> |
| 9094 and 9095          | Amounts entered in work items 9094 and 9095 could be high, but not excessive. Review along with work items 118 and 9102.  |
| 9099                   | Amounts entered in work item 9099 should only be where FSA absorbs the cost of the duplication. Do not report dollars that will be reimbursed.  |
| 9102, 9109, and 9118   | The sum of amounts for work items 9102, 9109, and 9118 should not exceed work item 9133. Include only the prorated portion of the newsletter when information is sent out related to work items 9102, 9109, and 9118.   |

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## Work Item Comparisons by Function (Continued)

| Other Data (Continued) |   |
|------------------------|---|
| Work Item              | Comparison and Information  |
| 9103                   | Column 2 for work item 9103 will be pulled from the Data Warehouse for all County Offices with CO employees who were paid relocation costs. In column 3, County Offices may estimate known activity.  |
| 9108 and 9109          | Entries in work items 9108 and 9109 should be small numbers. There should only be entries in work items 9108 and 9109 if SIP has been funded or instructions to use undisbursed funds have been issued.   |
| 9110                   | The administrative County Office will enter data for FSA's share of rent for office space, utilities, and telephone. Include total cost for all FSA offices, including sub-offices. The FSA rent amount can be found on FSA-875.  |
| 9111                   | The administrative County Office will enter data for work item 9111 for sub-office rent, utilities, and telephone.  |
| 9118                   | Entries in work item 9118 should be compared to data entered in work items 9119 and 9120. Report in the county where metered.   |
| 9119 and 9120          | Enter only data required to be provided to complete the NAP producer file and aerial photocopies or crop insurance forms for the producer.  |
| 9124                   | The administrative County Office shall report expense for renovation of office space if the landlord does not pay and include it in the rent cost.  |
| 9128                   | The administrative County Office shall report expense for equipment purchases. The State Office may enter 1 figure in a designated county for the whole State.  |
| 9129                   | Include travel expenses for all CO facilitators, coordinators, and/or participants in work item 9129. Work item 9129 should be minimal to zero entries.   |
| 9133                   | Enter only FSA's portion of the total postage cost in the administrative County Office.   |
| 9134                   | The administrative County Office shall report expense for frame relay cost. The State Office may enter 1 figure in a designated county for the whole State.   |
| 9135                   | Work item 9135 captures contractor costs in the administrative County Office only. <b>This should include non-federal costs only.</b> State Offices that pay contractor costs for County Offices shall provide information to appropriate County Offices or enter all costs in a designated county. |